



November 2021

First Aid Policy

Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff and governors are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes

Roles and responsibilities

The school has 4 members of staff with Level 1 first aid certificates and 2 members of staff with paediatric first aid certificates. All are responsible for making an initial assessment.

Members of staff with paediatric first aid certificates are responsible for:

Taking charge when someone is injured or becomes ill

Ensuring that an ambulance or other professional medical help is summoned when appropriate

First aiders are trained and qualified to carry out the role (see section 7) and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Sending pupils home to recover, where necessary
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident
- Keeping their contact details up to date
- Our school's first aiders are listed in appendix 1. Their names are displayed prominently around the school.

The local authority and governing board

Oxfordshire Local Authority has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing board.

The governing board delegates operational matters and day-to-day tasks to the Headteacher and staff members.

The Headteacher

The Headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of trained first aid personnel are present in the school at all times
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary (see section 6)

Staff

- School staff are responsible for:
- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing accident reports for all incidents they attend to where a first aider is not called
- Informing the Headteacher or their manager of any specific health conditions or first aid needs

In-school procedures

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified paediatric first aider, if appropriate, who will provide the required first aid treatment
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the first aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents
- If emergency services are called, the Headteacher or if not available the class teacher will contact parents immediately
- The relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

Off-site procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- A mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Access to parents' contact details

Risk assessments will be completed by the lead member of staff prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

There will always be at least one first aider on school trips and visits in Key Stage 1 and 2

First aid equipment

A typical first aid kit in our school will include the following:

- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings
- No medication is kept in first aid kits.
- First aid kits are stored in the school office
- Children's medication is stored in the school office
- The school's emergency inhaler is stored in the school office

The head teacher is responsible for ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits

First aid and accident record book

A minor accident form is completed if the injury needs only very minor first aid - a wipe, cold compress, plaster or ice pack for a short time. Parents are informed if first aid is performed or a head injury has been sustained. Parents are telephoned when a serious incident has occurred and advised to take their child to the doctor if concerned. Parents make the decision to take their child home if contacted by the school.

Reporting accidents

Most accidents in schools are minor however sometimes serious injuries can be sustained. These need reporting in our accident book (Appendix 2)

Outlined below is the protocol for reporting accidents

Death or major injury

- Report the incident immediately by telephone to the local authority.

- Record all the relevant details on an accident report form (name, address, occupation, details of accident etc).
- Send the completed report form to the health and safety team, within 24 hours of the accident date.

Keep a copy of the completed form for record purposes.

More than 3-day injury (not a major injury)

- Record all the relevant details on an accident report form (name, address, occupation, details of the accident, etc)
- Send the completed form to the health and safety team within 72 hours of the accident date.
- Keep a copy of the completed form for record purposes.

All other injuries

Record all the relevant details on an accident report form (name, address, occupation, details of accident etc)

Send the completed report form to the health and safety team as soon as possible.

Keep a copy of the completed form for record purposes.

Non-injury accidents

Record all the relevant details on an accident report form (name, address, occupation, details of accident etc).

Send the completed report to the health and safety team as soon as possible.

Keep a copy of the completed form for record purposes.

Occupational disease

Seek advice in the first instance from the health and safety team.

As much detail as possible should be supplied when reporting an accident and a copy of the accident report form will also be added to the pupil's educational record.

Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979,

Accident forms will be kept until the child is 21 years old.

Reporting to the HSE

The Headteacher will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Headteacher will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries, which are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding)
 - Any scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
 - Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
 - Where an accident leads to someone being taken to hospital
 - Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health
 - An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here:

How to make a RIDDOR report, HSE

<http://www.hse.gov.uk/riddor/report.htm>

Notifying parents

The class teacher or teaching assistant will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

Reporting to Ofsted and child protection agencies

The Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The Headteacher will also notify local authority child protection agencies (MASH team) of any serious accident or injury to, or the death of, a pupil while in the school's care.

Training

All school staff are first aid trained.

All first aiders must have completed a training course, and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders, what training they have received and when this is valid until. This register is kept in the school office.

Staff are encouraged to renew their first aid training when it is no longer valid.

At all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years.

Appendix 1: list of trained first aiders

Amanda Rogers	Basic first aid including anaphylaxis
Nicola Townsend	Paediatric first aid including anaphylaxis
Claire Wadsworth	Basic first aid including anaphylaxis
Abbie Coleman	Basic first aid including anaphylaxis
Anna Middleton	Basic first aid including anaphylaxis
Charlotte Hearne	Paediatric first aid including anaphylaxis

Appendix 2: Accident Report Form
 Located in the school office

Report Number

A separate sheet should be completed for EACH person involved in an accident.
 Once completed, the sheet should be removed and handed to the relevant person/department for secure safekeeping.

Date

Report Number	Book Number	Date	ACCIDENT REPORT

1 About the person who had the accident

Name: _____

Address: _____

Postcode: _____

Department: _____ Occupation: _____

2 About you, the person filling in this record *(If you did not have the accident, please state your address & occupation)*

Name: _____

Address: _____

Postcode: _____

Department: _____ Occupation: _____

3 About the accident *(Continue on the back of this form if required)*

When did the accident happen? Date: _____ Time: _____

Where did the accident happen? *(State which room or place)*

How did the accident happen? *(State the cause if you can)*

Did the accident cause an injury? *(If so, please give details)*

4 Signature & Date *(Please sign & date the report)*

Signature: _____ Date: _____

5 For the employee only

By ticking this box I give my consent for my employer to disclose my personal information and details of the accident, which appear on this form, to safety representatives and representatives of employee safety for them to carry out the health & safety functions given to them by law.

Signature: _____ Date: _____

6 For the employer only

Complete this box if the accident is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

How was it reported?

Date Reported: _____ Print Name: _____ Signature: _____

7 Data Protection (GDPR)

This section should be signed by the data protection Officer (DPO), or a relevant contact, to acknowledge receipt of this report and that it has/will be stored as per GDPR documentation.

Signature: _____ Date: _____